



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
PERSONNEL COORDINATOR, SENIOR
HUMAN SERVICES

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for coordinating the department's human resources functions to include recruitment and selection, performance management, employee relations and training and oversees the department's payroll function. Serves as a liaison to the Department of Human Resources. Reports to the Director of Human Services.

ESSENTIAL JOB FUNCTIONS

Consults with and advises management on human resources matters; provides guidance to supervisors in the department with respect to evaluating, counseling, motivating, and disciplining employees; investigates employee disputes and alleged standards of conduct violations and recommends methods for resolution; evaluates the need to fill vacant positions department-wide and maintains departmental personnel records.

Responsible for the effective supervision and administration of the Human Resources Division to include budget preparation and monitoring, performance management, employee relations, prioritizing and assigning work and related activities. Ensures compliance with State Department of Social Services reporting requirements, applicable policies and procedures and coordinates the development and revision of departmental and administrative policies. Assists in monitoring budgets for adherence to spending guidelines and generates reliable reports for special projects.

Serves as the departmental liaison with Human Resources for preparing disciplinary actions and processing the Family Medical Leave Act (FMLA), to include determining eligibility and coordinating eligibility and designation forms.

Reviews selection packages from the divisions prior to submitting to the Department of Human Resources, ensuring the completion and accuracy of recruitment and selection practices; facilitates, develops, and coordinates the department's training and development on a variety of general management and human resources related topics.

Coordinates and oversees the department's payroll activities; monitors and reports personnel information to meet state reimbursement requirements and ensuring quality control for all personnel actions. Works closely with the Department of Human Resources and the Personnel Coordinator department payroll representatives on all aspects of the automated payroll system to ensure accuracy and appropriateness of all transactions, to include compliance with payroll policies and operational requirements; provides written correspondences to staff concerning any payroll changes and arranges for departmental payroll training.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Human Resources - Knowledge of human resources and modern business principles, theories and practices to include FLSA, FMLA and related laws and regulations. General knowledge of organizational development including training principles and practices. Knowledge of recruitment and selection.
- Supervision - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Technology - Knowledge of general office equipment and personal computers to include word processing, spreadsheet, and related software. Comprehensive knowledge of office systems, practices, procedures and administration.

REQUIRED SKILLS

- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situation and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.
- Judgment /Decision Making - Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving complex matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- Interpersonal Relationships - Develops and maintains cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Computer Skills - Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.

REQUIRED ABILITIES

- Coordination of Work - Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Communication - Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports, agendas, and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing. Ability to handle a variety of human resources issues with tact and diplomacy in a confidential manner.
- Accounting and Budgeting - Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Public Administration, Business Administration, Human Resources, or a related field and 3-5 years of related experience including 1-2 years lead or supervisory experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

A valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.